



## **WVLS - V-Cat Steering Committee - Minutes**

Tuesday, February 25, 2014 (11:00 a.m. – 2:00 p.m.)  
WVLS Office – Wausau WI

1. **President Alice Sturzl** called the meeting to order at 11:02 a.m.
2. Roll call was taken by **Christman** and it was determined a quorum was present.

### **Present**

Alice Sturzl, Chair  
Paul Knuth  
Judy Bobrofsky  
Mike Otten  
Stacy Stevens  
Rebecca Lemons  
Anne LaRoche

### **Others Present**

Marla Sepnafski, WVLS Director  
Inese Christman, WVLS Assistant Director

### **Members Absent**

Cynthia Taylor

3. **President Sturzl** presented the 2014 WVLS/V-Cat Steering Committee roster and introduced the new member representing Taylor County – Anne LaRoche, Director of the Francis L. Simek Memorial Library In Medford.
4. **Approval of minutes from December 13, 2013.** Sturzl asked for approval of the minutes.  
**Stevens/Bobrofsky motion to accept the minutes. All Aye. Motion carried.**
5. **Agenda Items: Adoption of agenda.** Sturzl asked for approval of the agenda.  
**Knuth/Lemons motion to accept the agenda. All Aye. Motion carried.**

### **6. Update on Project WIN**

Sepnafski provided an update on Project WIN and invited the Steering Committee members who served on the Project WIN Committees to speak on the progress being made in researching the following areas:

- Governance and Budget – Judy Bobrofsky and Stacy Stevens commented:
  - Noted that Mary Taylor, Director of the Minocqua Public Library is the chair.
  - Preparing tentative draft of report and budget.
- Cataloging and Collection Development – Inese Christman commented:
  - Inese Christman, WVLS staff and Kay Heiting, Director of the Granton Community Library are on this committee.
  - Draft report is also being prepared and the committee has done a fairly detailed study of the various details when cataloging materials at all three systems.
- ILS Software, Circulation & Training – Cynthia Taylor commented:
  - Committee has submitted their report.
  - Cynthia Taylor is the chair and Kyle Schulz, WVLS staff, and Ed Hughes, Director of the Rhinelander District Library are also on this committee.
- Patron Experience – Marla Sepnafski commented:
  - Michelle Gobert, Director of the Crandon Public Library is on this committee.
  - The Committee got off to a slow start, but is working on completing their report.
- Resource Sharing - Marla Sepnafski commented:

- Augo Hildebrand, WVLS staff, Jo Ann Gustavson, Director of the Neillsville Public Library, and Shirley Lehr, Director of the Owen Public Library are on this committee.
- Their report is almost completed.
- Technology Committee - Marla Sepnafski commented:
  - Josh Klingbeil, WVLS staff, Tammie Bloomberg, Director of the Rib Lake Public Library, and Marla Sepnafski are this committee.
  - They have their draft report completed.

**Sepnafski** went on to say that the next steps in this process are as follows:

- Draft reports submitted to WiLS
- WiLS creates one large report
- Large report is shared with all libraries
- Libraries are invited to review report and respond to online survey
- Suggested changes are submitted to committees
- Committees make adjustments to report
- New version of report is reviewed by libraries at the meeting for all libraries at the end of April
- Leadership team reviews additional suggestions
- Library systems take this final report to their ILS groups for vote in May

**Mike Otten** commented that it is better to “do this before it gets done to us”. The State initiative may be out there. **Paul Knuth** mentioned that this is happening to the schools right now.

**Sepnafski** indicated that Project WIN could be the template for others working on consolidation in the state. Otten reiterated that it is better to not rush this and get it done right – Baby Steps.

## 7. Review V-Cat Bylaws (Draft)

**Sturzl** led the discussion on the draft V-Cat Bylaws. She suggested taking Article 3 Definitions out of the Bylaws and inserting some of these terms into the existing definitions in the V-Cat Participation Agreement. With this change, the article numbers would change. She would like to include some language on the dissolution of V-Cat.

**Stevens** provided comments from the V-Cat Council on the draft Bylaws. Here are the comments:

- Mandatory attendance at V-Cat Council meetings by Library Directors.
- More criteria and a set time limit for membership on the WVLS/V-Cat Steering Committee
- Weight of votes in the V-Cat Participation Agreement and not in the Bylaws.

**Sturzl** reviewed the process of how we got to the current Steering committee membership and since the committee is functioning for 2013 – 2014 as the first term, further discussion will be deferred until November 2014.

**Stevens/Knuth** motion to adopt the revision of the Bylaws with the definitions going to the Participation agreement, the inclusion of the Dissolution of V-Cat as Article 6 in the Bylaws above the Indemnification statement. **All Aye. Motion carried.**

## 8. Work on the 2015 V-Cat Budget.

**Christman** reviewed the budget line items and provided details on how this money is used along with recommended amounts.

**Stevens/Otten** motion to adopt the proposed 2015 V-Cat Budget in the amount of \$166,100. **All Aye. Motion carried. This proposed budget will be presented to the April 3, 2014 V-Cat Council meeting.**

**9. Work on V-Cat Participation Agreement.**

**Sturzl** began the discussion by asking the committee to establish Categories (Headings) for the V-Cat Participation Agreement. This is the list:

1. Organization
2. Definitions (incorporate definitions from current V-Cat Bylaws document)
3. ILS Vendor Contract Statement
4. WVLS V-Cat Responsibilities
5. Member V-Cat Responsibilities
6. Insurance
7. Title to Equipment and Software
8. Resource Sharing
9. Term of Agreement
10. Amendments
11. Indemnification
12. Appendix A – Blank Innovative Interfaces Inc. Contract
13. Appendix B – Initial Costs and Annual Maintenance Fee Formula (include current membership fee)
14. Appendix C – Elements Included in the Central Site Costs.
15. Appendix D – Sample Letter to Member Who Missed Three **Consecutive** (?) V-Cat Meetings

**Sturzl** asked to the committee to review the existing V-Cat Participation Agreement and the proposed List of Categories; and bring any suggestions to the next meeting.

**10. Set next meeting date.**

**Sturzl** set the next meeting date as Wednesday, March 26, 2014, from 9:30 a.m. – 12:noon.

**Sturzl** asked for agenda items for the next meeting. These are the topics for the March agenda:

- Update on Project WIN.
- Minutes from February 25, 2014 meeting
- Review of Bylaws
- V-Cat Participation Agreement
- Policies & Procedure Manual suggestions
- Set next meeting date.

**11. Adjournment.**

**Bobrofsky/Knuth** motion to adjourn. Motion approved. Meeting was adjourned at 2:10 p.m.

*Minutes submitted by Inese Christman 3/21/14*